

School Staffing Project - Timeline for LEAs

Last Updated: June 18, 2012

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Also see: [School Staffing Project website-OPI](#)
[FAQs](#) (under construction)

Month/Year	Event	Comments
June 2012	<p><u>Request SEIDs</u> Districts and Coops request SEIDs for all employees.</p> <p><u>Set Up Position Codes</u> By August 31, 2012 - Districts set up a position code for each employee on the local HR system in preparation for the Terms of Employment collection in October.</p> <p><u>Crosswalk District Course Codes to standard K-12 Course Codes</u> New 5-digit codes that coincide with a national standard are replacing the existing 4-digit codes that were previously used for OPI's Annual Data Collection. LEAs must assign codes for Fall 2012 to enable Accreditation and Master Schedule reporting. Mapping tool is available.</p>	<p>SEID = School Employee ID</p> <p>OPI will contact districts and cooperatives in mid-June 2012 with instructions for the SEID assignment process. Most large districts completed this process in May 2012.</p> <p>Position codes are listed at: http://www.opi.mt.gov/pdf/SchoolStaffing/PositionCodelist.pdf</p> <p>K-12 Course Code Mapping Tool and user's guide are posted at: http://opi.mt.gov/Reports&Data/index.html#gpm1_12</p> <p><i>NOTE: LEAs must assign these new K-12 Course Codes to district courses before submitting the Accreditation/Master Schedule reports in October.</i></p>

Month/Year	Event	Comments
July 2012	By July 31 - Districts and Coops have requested SEIDs for all employees	See June for more information about SEIDs.
Aug 2012	<u>Set Up Position Codes</u> From June through August 31, 2012 - Districts set up a position code for every employee on the local HR system in preparation for the Terms of Employment collection in October.	See June for more information about position codes.
Sept 2012	Training for Terms of Employment? Training for Accreditation and Master Schedule?	Tentative
October 2012	<u>Submit Terms of Employment (TOE) Report</u> for FY 2012-13 (entered in Fall and updated at year-end) <u>Submit Accreditation and Master Schedule Reports</u> for FY 2012-13 (entered in Fall and updated in 2 nd semester) <u>PILOT GROUP ONLY- Submit Compensation Expenditures Report</u> for FY 2011-12.	The Terms of Employment (TOE) report is collected in Fall and is updated at year-end. For data and file descriptions, see: http://www.opi.mt.gov/pdf/SchoolStaffing/TEAMScollectionfileformats.pdf The Accreditation and Master Schedule Reports collect teacher and course offerings, student rosters, and data related to accreditation requirements (previously collected on the Annual Data Collection (ADC)). For data and file descriptions, see: http://www.opi.mt.gov/pdf/SchoolStaffing/TEAMScollectionfileformats.pdf <i>Note: LEAs must have submitted the TOE (due earlier in October) before submitting the Accreditation and Master Schedule Reports so teachers and students can be associated with courses.</i> All other LEAs will report for first time NEXT year (October 2013 for FY 2012-13).

Month/Year	Event	Comments
November 2012	<u>Submit Master Schedule/ Student-Class Reports</u> for FY 2012-13	<p>The Accreditation and Master Schedule Reports collect teacher and course offerings, and data related to MT Accreditation requirements (previously the Annual Data Collection (ADC) information). For data and file descriptions, see: http://www.opi.mt.gov/pdf/SchoolStaffing/TEAMScollectionfileformats.pdf</p> <p><i>Note: LEAs must have submitted the Teacher-Class Report (due in October) before the Student-Class Report can be submitted, as student rosters are tied to the previously entered course schedules.</i></p>
February 2013	Submit Accreditation and Master Schedule-Teacher-Class and Student-Class Reports (update last Fall's report for FY 2012-13)	
June 2013	<p>Submit final updates to Terms of Employment (TOE) for FY 2012-13.</p> <p>As needed - Districts and Coops request SEIDs for new employees</p>	
October 2013	Submit Compensation Expenditures Report (Salary and Benefits by SEID) for FY 2012-13 (previous FY)	The Compensation Expenditures Report is a separate module in MAEFAIRS. It will accept a file upload or manual data entry. Check with your computer vendor about file uploads.
November 2013	<u>Submit Master Schedule/ Student-Class Reports</u> for FY 2013-14	
December 2013	SB 329 data reports posted on websites. OPI will provide a link to the compensation report so a district can post it on their website.	See list of requirements under MCA 20-7-104 .